

What is DVR?

The Division of Vocational Rehabilitation (DVR) is funded by state and federal monies and is one of seven divisions in the Department of Workforce Development. DVR provides services to eligible people with disabilities to help them acquire and maintain jobs. DVR is an Equal Opportunity Employer and provides services statewide on a non-discriminatory basis.

What does the Vocational Rehabilitation Counselor do?

The Vocational Rehabilitation Counselor (VRC) reviews medical, psychological, vocational and other reports to determine applicants' eligibility for vocational rehabilitation services. The counselor then works with the eligible consumer to develop an Individualized Plan for Employment (IPE), arranges for evaluations necessary to help determine an employment goal and identify the activities and services necessary to reach it. The counselor provides on-going guidance and counseling throughout the implementation of the consumer's IPE.

Employment Opportunities Available to VRC's in Wisconsin

Vocational Rehabilitation Counselor - Objective ***\$36,663 per year***

You must meet the requirements of the Wisconsin Department of Regulation and Licensing for certification as a Professional Counselor:

- Master's degree in Rehabilitation Counseling, Counseling or a related field
- 1200 hours of supervised clinical experience, beyond a Master's degree
- Successful completion of a national counselor exam and a jurisprudence exam

Vocational Rehabilitation Counselor - In Training ***\$33,873 per year***

Requirements:

- A Master's degree in Rehabilitation Counseling, Counseling or a related field

In Training counselors may earn their 1,200 hours of supervised clinical experience while working for DVR. Upon completion of the 1,200 hours, *In Training* counselors must apply for certification and successfully complete a national counselor exam and jurisprudence exam. You may also apply for *In Training* positions five months prior to graduation. Employment is contingent on receipt of your degree.

Employment Benefits

Vacation:

First five years - 10 days paid vacation
Second five years - 15 days paid vacation
(Additional days are provided at five-year intervals, up to a maximum of 25 days paid vacation after 25 years.)

Holidays:

9 legal holidays and 28 hours of personal holiday per year

Sick Leave:

16 days per year, accumulated without limit.

Health Insurance:

State generally pays between 90-100% of the premium cost for health care insurance. A variety of healthcare plans are available.

Retirement:

All state employees participate in the State retirement program and Social Security program. At this time, the State pays both the employee and employer contribution.

Additional benefits are available. For details, visit:

<http://www.dwd.state.wi.us/asd/benefits.htm>

Applying for a VRC Position:

To apply for an *In Training* position, you must complete a State of Wisconsin application form (DER-DMRS-38), letter of application and a current resume. The letter must include a statement that you possess a Master's degree that may qualify you to receive a Wisconsin Professional Counselor Certificate.

If applying for the *Objective* level, you must submit a copy of your wallet-sized Professional Counselor Certificate with your State of Wisconsin application form, letter of application and current resume.

Submit application materials to:

**DWD; Human Resource Services
P.O. Box 7946
Madison, WI 53707-7946**

If you possess either of the following special skills, please indicate it on the state application form:

- Bilingual - English/Spanish
- American Sign Language

Applications are reviewed as they are received. Eligible applicants will be invited to interview for vacancies and will remain on the register for 12 months.

Additional application information is available online at:

<http://www.dwd.state.wi.us/asd/jobopen.htm>

For more information, contact the DVR office serving your county of residence. This is usually located in your nearest Job Center. Consult your phone book for the address and phone number or call 800-442-3477.

DWD is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact 800-442-3477 or 888-877-5939 (TTY).



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OPPORTUNITIES AS A

Vocational Rehabilitation Counselor



**State of Wisconsin
Department of Workforce Development
Division of Vocational Rehabilitation**

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